



Indiana Small Business Guide

to Environmental, Safety and Health Regulations



Indiana Department of
Environmental Management



The *Indiana Small Business Guide to Environmental, Safety and Health Regulations* is intended for guidance only and may be impacted by changes in laws and rules adopted after the date of publication. Although the guide makes every effort to teach users how to meet applicable compliance obligations, use of this guide does not constitute the rendering of legal advice.

This document has been reviewed by the Indiana Department of Environmental Management and the Indiana Occupational Safety and Health Administration. Diligent attention was given to assure that the information presented is accurate as of the date of publication; however, there is no guarantee, expressed or implied, that use of this guide will satisfy all regulatory requirements mandated by laws and their respective enforcement agencies. Reliance on information from this document is not usable as a defense in any enforcement action or litigation. The state of Indiana shall be held harmless for any cause of action brought on as a result of using of this publication.



This guide is also available online:
www.idem.IN.gov/5485.htm

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Special thanks to the Michigan Department of Environmental Quality for permission to model this guide after the *Michigan Manufacturers' Guide to Environmental, Health, and Safety Regulations*.



Dear *Business Owner or Operator*:

The *Indiana Small Business Guide to Environmental, Safety and Health Regulations* is designed to help small businesses understand and comply with regulations that apply to their operations. The promotion of a safe and healthy environment is in the best interest of all parties. By using the knowledge set forth in this guide to develop and sustain effective safety and health programs, small businesses can reduce their environmental impact, avoid costly penalties and compliance problems, and improve workplace safety.



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Like other industrial activities, small businesses use a variety of materials and potentially hazardous chemicals that generate waste that must be handled, treated, and/or disposed of properly. Although the average small business is not a major source of pollution, their aggregate impact on the environment can be significant. Improper handling of materials and waste products often contributes to environmental contamination, leading to costly and harmful effects for everyone involved.

This guide describes how wastes may enter the environment, how to prevent them from doing so, and which remediation methods to use if contamination does occur. Also, the guide addresses the importance of safety and health in the workplace and explains how to comply with applicable safety and health regulations. Although some reference is made to local regulations, they are not discussed in detail. Be sure to contact your local government officials for information on applicable local requirements.

To tailor this guide to your specific operation, please use the Facility Assessment Survey on pages 9-16, which will direct you to the relevant chapter or chapters in the guide. Take the time to refer back to these questions as your operations change or new questions arise. At the end of the guide, you will find appendices that contain acronyms used in the guide, a list of hazardous air pollutants, an overview of the Indiana Department of Environmental Management, and information on state laws and rules. Finally, there is a Pollution Prevention Opportunity Assessment in Appendix E to assist you in finding ways to meet and reduce regulatory requirements, reduce waste, use fewer raw materials, and reduce operating expenses. The Compliance and Technical Assistance Program (CTAP) within IDEM's Office of Pollution Prevention and Technical Assistance provides free and confidential environmental assistance to Indiana businesses. If you have any questions, please call (317) 232-8172 or (800) 988-7901.

Sincerely,

*Office of Pollution Prevention
and Technical Assistance*
IDEM



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